



INDIANA PRIVATE INVESTIGATOR AND SECURITY GUARD LICENSING BOARD

REINSTATEMENT OF A PRIVATE INVESTIGATOR FIRM OR SECURITY GUARD AGENCY LICENSE

*Expired more than 18
months*

Contents

| | |
|--|---|
| Instructions for Renewal | 2 |
| Quick Steps..... | 2 |
| What Happens Next..... | 3 |
| Frequently Asked Questions Regarding PI and SG Renewals | 4 |
| Private Investigator Firm and Security Guard Agency License Fees | 5 |
| Completing the Form –update for Renewals and Reinstatements..... | 5 |
| Private Investigator Firm/Security Guard Agency Renewal..... | 5 |
| Your Resources | 6 |

NOTICE: This packet incorporates the most recent revisions of statutes and administrative rules governing the private investigator profession, as of January 1, 2012. Note that the statutes and rules incorporated in the packet are not an official version of the Indiana Code. It is distributed as a general guide to individuals in the private investigator profession regulated by the Private Investigator and Security Guard Licensing Board and the Indiana Professional Licensing Agency. It is not intended to be offered as legal advice, and it may contain typographical errors. The Private Investigator and Security Guard Licensing Board and the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, contact your nearest public library or visit the website of the Indiana General Assembly at www.in.gov/legislative.

Instructions for Renewal

You should use this packet if you currently hold an Indiana Private Investigator Firm or Security Guard Agency license. The information is to be used in assisting in the renewals of your licenses. Reinstatement information is for those that have allowed their licenses to be expired longer than 18 months.

Quick Steps

PI and SG Licenses are four (4) year licenses that expire on the odd years, ie: 2015, 2019, 2023, etc. Online renewals can be completed for up to 18 months after the expiration date. After 18 months, all renewals must be completed by mail.

1. Forms you must complete:

- ✓ **PI or SG Renewal Form** – 1 page

Email our office at pla11@pla.in.gov and request your personalized **Renewal Form**: *This form will be personalized with the current information within our system. If you see outdated contact information, you must make the appropriate changes or you may miss important updates*

2. Documents to submit:

- ✓ Criminal background checks
 - Limited criminal background check for the 4 preceding years or duration
 - *Important Notice: The background checks must be completed at the state level. Third party background checks will not be accepted.*
- ✓ Ensure your limited liability Insurance with a minimum of \$100,000 and the state of Indiana listed as an additional insured is current at the time of renewal

3. Fee:

Renewal fee of \$350.00 is due with submission of application.

- \$300.00 renewal fee
- \$50.00 late fee

4. Mail:

Completed Forms to:


Indiana Professional Licensing Agency

Attn: Private Investigator and Security Guard Licensing Board
402 West Washington Street, Room W072
Indianapolis, Indiana 46204-2700

What Happens Next

1. Once you submit your application, a case manager will review the information. If you have failed to complete the forms properly you will be contacted by email to remedy the problem.
2. Upon receipt of all necessary information and forms, your case manager will review your documents.
3. The case manager will contact you, by email, and notify you of your acceptance or denial of reinstatement.
4. Take a few minutes to review the Private Investigator and Security Guard Statutes and Rules Compilation which can be found here:

[Statutes and Rules](#)

A large, dark blue, five-pointed star with a slight 3D effect, pointing towards the bottom right. It contains white text.

*Download the
Private Investigator
& Security Guard
Licensing Board
Statutes and Rules!*



Frequently Asked Questions Regarding PI and SG Renewals

Question: *When does a license expire?*

Answer: A license expires on October 1 every four years (2015, 2019, etc).

Question: *When does the board meet?*

Answer: The board meets every third Thursday of every other month.

2015 Board Meeting Dates:

- ✓ January 14
- ✓ March 12
- ✓ May 14
- ✓ July 9
- ✓ September 10
- ✓ November 12

Question: *What are the renewal requirements?*

Answer: The qualifier of the PI Firm or SG Agency is required to obtain a background check from each state in which the qualifier has resided during the previous four (4) years preceding the filing of application for renewal. The renewal may be done online (for up to 18 months after expiration) or a paper renewal form can be submitted. Please contact the staff to receive the form at: pla11@pla.in.gov. A renewal form must be requested if the license has been expired more than 18 months.

Question: *What type of insurance is required?*

Answer: Professional liability insurance of at least one hundred thousand dollars (\$100, 000). The policy must list the State of Indiana as an additional insured. The address of the Board must also be included on the certificate (this is used to notify the Board if the policy is cancelled). Failure to maintain insurance shall result in a suspended license, IC 25-30-1.3-16(3)(c).

Address Listed on certificate should state:

**Indiana Professional Licensing Agency
Private Investigator and Security Guard Licensing Board
402 West Washington Street, Room W072
Indianapolis, IN 46204**



Private Investigator Firm and Security Guard Agency License Fees

The fees listed below are non-refundable and non-transferable.

| | |
|------------------|----------|
| Renewal Fee | \$300.00 |
| Renewal Late Fee | \$50.00 |
| Wall Certificate | \$10.00 |

Completing the Form –update for Renewals and Reinstatements

1. Online renewals are available for up to 18 months past the expiration date at in.gov/pla
2. For reinstatement, you must contact the Private Investigator and Security Guard Licensing Board for the appropriate form.

Private Investigator Firm/Security Guard Agency Renewal – Personalized Form – 1 Page

Page 1

You must complete this form in its entirety.

1. **Verify Contact Information** – Make changes if necessary on the form.
2. **Answer all four (4) legal questions** –
 1. If you answer “yes” to questions 1 or 2, please supply all corresponding documentation
 2. If you answer “no” to questions 3 or 4, your renewal cannot be completed until you complete the request.
3. **Sign and Date** – Submit renewal form with all pertaining documents and fees.



Your Resources

Private Investigator and Security Guard Licensing Board

Website: in.gov/pla/pisg.htm

Email: pla10@pla.in.gov

Phone: (317) 234-3022

Mail: Indiana Professional Licensing Agency
Attn: Private Investigator and Security Guard Licensing Board
402 West Washington Street, Room W072
Indianapolis, IN 46204

Statutes and Rules: [http://www.in.gov/pla/files/PISGLB.2012_EDITION\(1\).pdf](http://www.in.gov/pla/files/PISGLB.2012_EDITION(1).pdf)